

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 30, 2004

COUNTY FISCAL LETTER (CFL) NO. 03/04-43

TO: COUNTY WELFARE TO WORK COORDINATORS
COUNTY WELFARE DIRECTORS
COUNTY WELFARE FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS

SUBJECT: WELFARE-to-WORK (WtW) FORMULA GRANT MATCH PROGRAM

REFERENCE: All County Information Notice (ACIN) No. 1-52-03

The purpose of this letter is to inform the counties that for State Fiscal Year (SFY) 2003-04, a total of \$70.9 million in state funds that has been appropriated for the WtW Grant Match Program will be expended through a shift at the State level.

The California Department of Social Services (CDSS) will shift allowable expenditures in the December 2003 quarterly County Expense Claim (CEC). ACIN No. 1-52-03, dated August 18, 2003, identifies eligible activities that could be funded with WtW Grant match funds.

Claiming Instructions

Counties claim their WtW Grant Match allocation through Program Code (PC) 642, WtW Federal Grant Match, which is funded at 100 percent State General Fund (SGF). To ensure expenditure of the allocation, CDSS will shift allowable expenditures from PCs 620 and 624 to PC 642 for the December 2003 quarter, during the CEC audit process.

With the March and June 2004 quarterly CECs, any encumbered costs the counties have for the WtW Grant Match program shall be claimed to PC 642, now funded 100 percent federal funds under the single allocation. Do not make any adjustments to PC 642 during the September or December 2003 quarterly adjustment cycles. If an adjustment is necessary, please use an appropriate allowable CalWORKs Welfare To Work program code for these adjustments.

Due to the federal rescission of the WTW Grant Program effective January 2004, PC 642 will be deleted in the September 2004 quarter.

If you have any questions regarding this CFL or the claiming instructions, please contact the Fiscal Systems Bureau at the following e-mail address: fiscal.systems@dss.ca.gov.

Sincerely,

***Original Document Signed By
Margie Chan on January 30, 2004***

MARGIE CHAN, Acting Chief
Fiscal Systems and Accounting Branch

c: CWDA